



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

Q&A No. 1

Invitation to Bids (IFB) No. DHCD-17-03
Unarmed Security Guard Service – Cambridge, Maryland

The following questions regarding the subject IFB have been submitted. The answers provided by DHCD are intended to clarify the IFB's requirements and ***do not*** constitute an amendment.

Vendor Question	DHCD Answer
1. Is free parking provided for the guards?	Yes, employee parking lot.
2. Is the site accessible by public transportation?	Yes, Citi Buses - Stagecoach offers a network of frequent & reliable buses, these provide excellent access to all parts of Cambridge. A map of all the citi bus routes can be found via the link below: http://www.visitcambridge.org/visitor-information/getting-around-cambridge
3. Is there a Living Wage requirement?	No, the contract is under \$100,00 and so Living Wage is not required.
4. Minimum Qualifications – Do you need the license of the firm, or the license for each proposed guard?	Yes
5. Are guards currently in-place? If so, who is the incumbent?	No
6. What are the current issues at the site?	The only issue is the safety of the employees entering/exiting the building from the back parking lot due to the "blind" areas (unable to see if someone is hiding around the corner of the building, etc....)
7. Page 6. "Additional days, evenings, weekends, or Holidays may be necessary" Please explain this in more detail. Firms will not provide you with one accurate fully burdened rate with this caveat. Are Holidays required, yes or no. Are after-hours required, yes or no.	Holidays are not required. There MAY be on occurrence whereas security will be needed after-hours due to a meeting, etc..., but this will be on a rare occurrence and only on an as-needed basis.





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8. What type of cell phone is the firm required to provide? Just call, or text capability?	Both, call and text
9. What is the period of performance?	This is a small procurement being issued until a larger, long term procurement can be issued. The procurement cannot exceed \$50,000 per year and the period of performance will be determined by dollar amount.
10. What is the transition time from award to start date?	15 days
11. Will you provide an overtime rate for emergency situations?	Overtime will be at the existing rate of the contract – we will not pay time ½.
12. Pre-proposal conference?	There will not be a pre-proposal conference.
13. What is the deadline for questions?	Question deadline is Wednesday, September 21, 2016 at 12pm.

